

## RISK ASSESSMENT

Risk Assessment No.	Date of Next Review
11	October 2021

Impact	4	8	12	16
	3	6	9	12
	2	4	6	8
	1	2	3	4
	Likelihood			

Date of Assessment:	July 2020	Last review:	September 2021
Company	Archive Business Centre Limited		
Assessment By:	Joanne Worsfold		
Area	The company in general		
Address:	Aston Way, Moss Side Leyland PR26 7UX		

### Risk Assessment Key

Impact	(Insignificant)	1	Minor Injury or discomfort
	(Minor)	2	Severe injury
	(Serious)	3	Major Injury or ill health
	(Death)	4	Death or severe disabling
Likelihood	(Rare)	1	May occur under exceptional circumstances
	(Unlikely)	2	Could occur at some time
	(Likely)	3	Should occur at some time
	(Highly Likely)	4	Is expected to occur in most instances
Risk Rating	1-4	Further control measures required if cost effective.	
	5-10	Incorporate into long term plans Identified risks not acceptable, controls to be included in current plans	
	11-16	Immediate control measures required	

Nature of Hazard	Who is at Risk	Evaluation			Recommended Control Measures	Reduced Risk		
		I	L	RR		I	L	RR
Spread of Covid - 19	All employees and visitors	4	4	8	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap. Posters uploaded to the employee portals and posters put up in keys areas e.g. Kitchen, toilets. Hand gels supplied to all employees.</p> <p>Employees made aware of symptoms of the virus and what to do if they or a member of their household develop symptoms. Posters uploaded to the employee portals and posters put up in keys areas e.g. kitchen, toilets.</p> <p><b>If employees show signs of symptoms, they <u>MUST</u> inform their line manager immediately and book at test at their nearest testing station. They can <u>NOT</u> return to work until they have the results, which need to be emailed to <a href="mailto:jo@abc-ltd.net">jo@abc-ltd.net</a>. If they test positive, they must follow government guidelines and isolate for 10 day. If the test is negative, they can return to work.</b></p> <p><b>If a member of an employee's household test positive the employee must not come to work and should isolate for 10 days, unless the employee has had both vaccinations and at least 14 days have passed since the second vaccination. Tested negative with a lateral flow test. We also ask that the employee does a lateral flow every 3 days. The employee must wear a mask and limit contact with others.</b></p>	4	2	6

**Cleaning**

Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.

Cleaning wipes and hand gels supplied to office-based workers.

Contract cleaners - cleaning key areas, kitchens, toilets, offices, Monday, Wednesday and Friday.

Light switches, door handles, and desks are to be cleaned on a regular basis using the anti-bacterial wipes and sprays.

**Company vehicles**

It is company policy that vehicles are to be kept in a clean and tidy condition. Cleaning products are made available to all employees so that they can keep their vehicle clean.

We recommend that vehicles are cleaned on a regular basis throughout the day – Anti – Bacterial wipes are available from Paddy or Jimmy.

Where possible, drivers are asked to use the same vehicle on a day to day basis.

If a driver shows symptoms, then they must ring to the office and report to a manager.

On returning to the depot, they must drive to outside a warehouse door, where they will be met by a manager, leave their scanner, clipboard etc in the vehicle and go straight to their own vehicle. The vehicle will then be deep cleaned using the designated Covid-19 cleaning kit before it can be used again.

They must go straight to a test centre.

All drivers have been given washable face masks and hand sanitiser.

**Deliveries**

Delivery drivers do not need to get a signature from the consignee, and they must be no contact on delivering a parcel.

Social distancing should be followed e.g the parcel left on the doorstep.

Drivers are already allocated their own vehicle and if any driver or member of their household develops symptoms then that vehicle is disinfected.

Drivers are aware of cleaning products made available by the company.

**Collection/drop off parcels**

If people collect, they are to follow social distancing guidelines. – Signs have been put up at the door that only two customers be in reception at any one time and that face masks are to be worn. Once inside the building the customer is asked not to cross the line on the floor.

Any parcels are to be left on the grey tub next to the door.

**Loading and unloading in the warehouse**

All employees who load and unload and office staff have been give washable face masks or face shields. All the warehouse doors are open.

We are still encouraging masks to be worn when loading and unloading and when dealing with members of the public.

**Mental Health**

Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help - PH7 is still available to anyone who needs their services, and this is communicated to employees who may need help.

Contact details have been uploaded to the employee portals or ask you line manager.

**Furlough Workers**

We have 1 employee on furlough.

				<p>Most of the workforce have also had both jobs.</p> <p>We are still encouraging staff and visitors to wear face coverings, use hand gels provided and social distance wear possible.</p>			
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**Signed** .....

**Date**.....

**PRINT NAME**..... **Company/Group Title**.....